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**EFFECTIVE**

July 1, 2023.

**Subject(s)*****ADM 600, Family Selection Process***

Changes the adoption family assessment title. Added [DHS-5643, Adoptive Family Assessment](#), and [DHS-612, Child Specific Adoption Family Assessment](#).

***ADM 600, Family Selection Process, and ADM 610, Placement Decision for Adoption of a Specific Child (Consideration)******Relative Definition***

An individual who is at least 18 years of age and related to the child within the fifth degree by blood, marriage, or adoption, including the spouse of an individual related to the child within the fifth degree, even after the marriage has ended by death or divorce, the parent who shares custody of a half-sibling, and the parent of a man whom the court has found probable cause to believe is the putative father if there is no man with legally established rights to the child.

A relative may also be an individual who is at least 18 years of age and not related to a child within the fifth degree by blood, marriage, or adoption but who has a strong positive emotional tie or role in the child's life or the child's parent's life if the child is an infant, as determined by the department or, if the child is an Indian child, as determined solely by the Indian child's tribe.

***Good Cause***

Placement preference must be given to an adult related to the child within the fifth degree by blood, marriage, or adoption provided the relative meets all relevant state child protection standards. The department may make an exception to this preference only if good cause is shown. Good cause means any of the following:

- The child's request, if the child is of sufficient age and capacity to understand the decision that is being made.
- The presence of a sibling attachment that can be maintained through a particular placement.

- The child's physical, mental, or emotional needs, such as specialized treatment services that may be unavailable in the community where families who meet the placement preferences live.

*Reason:* Recommendation from Child Welfare Policy and Legislation. To align with Mich Compiled Law MCL 712A.13a and MCL 722.954a.

***ADM 610, Placement Decision for Adoption of a Specific Child (Consideration)***

**Consideration  
Process**

***Current Placement***

Within three business days of the case assignment, the adoption case manager must notify the current caregivers with whom the child is placed the child's permanency plan is adoption. The current caregiver's interest in adoption must be documented in the child's electronic case record. Current caregivers should be informed that if the child has a strong bond and psychological attachment, they will be given consideration for adoption of the child. The [DHS-4809, Intent to Adopt](#), must be used for notification. Caregivers must be instructed to return the form to the supervising agency within 14 business days of receiving notification to express their interest.

The following information must be provided and discussed with the caregiver:

- [DHS Publication 538, Michigan's Adoption Assistance Programs](#).
- Indian Child Welfare Act (ICWA) and Michigan Indian Family Preservation Act (MIFPA).

***Following Signed Intent to Adopt***

The adoption case manager must provide an in-person orientation within 30 business days from receiving a signed [DHS-4809, Intent to Adopt](#), from a prospective adoptive family that indicates they would like to proceed with adoption of a specific child. This orientation may take place in the family home, community setting, agency, or another setting; see [ADM 410, Adoption Orientation](#).

**Note:** Should a prospective adoptive family live out of state or more than 120 miles from a child placing agency, the adoption case manager may conduct the orientation utilizing a technology method such as zoom or by telephone.

Following an in-person orientation, if the prospective adoptive family wishes to pursue adoption, the child placing agency must provide the family with a [DHS 3153-A, Adoption Application](#). An adoption assessment must be completed on those who submit a [DHS 3153-A, Adoption Application](#). For requirements of the adoptive family assessment; see [ADM 500, Preliminary Adoptive Family Assessment](#) and [ADM 510, Adoptive Family Assessments](#).

Failure to follow through on orientation or return an application within 90 calendar days will result in the prospective adoptive family's interest being considered withdrawn and no further consideration will be given. The child placing agency must show reasonable efforts to engage the prospective adoptive family by attempting at minimum of three verbal and three written communication efforts to engage the family in orientation and/or the adoptive family assessment.

Should the current placement not be interested in pursuing adoption of the specific child, recruitment efforts should be started; see [ADM 400, Recruitment Efforts](#).

### ***Other Interested Parties***

If a family is interested in adoption and does not have placement of the child, the adoption case manager must provide the family with the MDHHS-6038, Consideration to Adopt, within three business days of the family expressing interest in adoption. The family has 14 business days to return the MDHHS 6038, Consideration to Adopt, back to the agency.

The MDHHS-6038, Consideration to Adopt, is used to document a family's interest in being considered for adoption of a specific child. This would include, but not limited to:

- Relatives with whom the child has an established relationship and those relatives with no prior established relationship that express an interest in adopting the child.
- Individuals with whom the child has a strong positive emotional tie or role in the child's life or the child's parent's life if the child is an infant, as determined by the department.

- Former foster parent(s) of the child, unless removed for reasons of abuse or neglect.
- Adoptive parent(s) of previously adopted siblings.
- A recruited family that has expressed interest in the child.

***Consideration to Adopt***

Upon review of the MDHHS 6038, Consideration to Adopt, the child placing agency must notify the family within 14 business days of receiving the completed MDHHS 6038, Consideration to Adopt, of their decision.

If the child placing agency has determined to move forward with the assessment, the adoption case manager will start the adoption assessment process; see [ADM 500, Preliminary Adoptive Family Assessment](#) and [ADM 510, Adoptive Family Assessments](#) for time frames and required assessments.

If the child placing agency has determined **not** to move forward with an assessment, they must notify the family using [MDHHS-6044, Consideration to Adopt Response](#), with the reasoning as to why the decision was made by the agency to not go forward with the adoption assessment.

*Reason:* Children's Services Administration and the Michigan Children's Institute Lean Process Improvement.

PA 200 of 2022.

PA 211 of 2022.

**MANUAL  
MAINTENANCE  
INSTRUCTIONS**

**Changed Items ...**

[ADM 0600](#)

[ADM 0610](#)